9 FAM PART IV Appendix O, Exhibit IV RCD BIODATA - REQUEST FOR VOLAG ASSURANCE

RDC BIODATA - REQUEST FOR VOLAG ASSISTANCE

This is the format of the communication to be sent to request a volag assurance for a refugee. This is NOT used for VISAS 93 beneficiaries. See Section 1002 of this appendix for RDCs address and other contact data.

Para 1. Case number. Write the country tag prefix of the country in which the post is located followed by a six digit number beginning with 000001, e.g. KE-000234 or RO-000017. Post should keep a log of each case number used. The numbers should run sequentially and should never repeat themselves. A single person would have one case number, as would an intact family of ten.

Para 2. Family size. Indicate total number of individuals, e.g. 03, 08, 16.

Para 3. Biographic data. (Only the principal applicant is to be cited in this paragraph.)

    A. Surname, first name, middle name, e.g. Smith, John Henry. (No abbreviated name, please.)

    B. Family member number (01 should be the principal applicant ; 02 is usually the spouse; 03 is the oldest child, etc.)

    C. Date of birth listed as year/month/day, e.g. 46/March/09

    D. Alien Registration Number.

    E. Place of birth (city, country), and country of nationality.

    F. Ethnic affinity, e.g. Zulu, Pushtu.

    G. Country of chargeability.

    H. Processing Priority Code (refer to section 503 of this appendix).

    I. Religion.

    J. Sex (M for male; F for female).

    K. Marital status. Married, single, widow(er), divorced, separated.

    L. Family status. Head of household, spouse, dependent (indicate relationship, e.g., dependent daughter), or unaccompanied minor (i.e., a person who has not as yet attained his or her 18th birthday and who will not be accompanied by a parent). If the accompanying family member is not capable of supporting the minor in the United States, this should be stated.

    M. Education. Indicate the type of schools attended, e.g., none, primary, secondary, university, technical, and the degrees or certificates earned. Note the highest level of education received, including the number of years at that

    N. Occupation. Give a brief description of the employment history and job qualifications of the applicant. Indicate the number of years of work experience in the principal skill areas.

O. Language. Indicate the primary language(s) spoken. State in which language(s) the applicant is literate.

P. English ability. Determine if the individual has any ability in speaking, reading or writing English. Indicate none, some, functional , fluent .

Q. General Apparent State of Health. If pregnant , give the expected date of delivery. State any obvious handicaps or mental retardation problems or other significant medical/physical conditions (e.g. , missing limbs), including Class B conditions listed in section 1005 of this appendix.

Para 4. Each subsequent numbered paragraph should contain the name and biodata for another family member, beginning with the spouse or family member with the closest degree of relationship to the principal applicant . Only items A, B, C, D, E, J, L, M, P and Q need to be answered for case members aged 16 or younger. For case members over the age of 16, also include items K, N, and O. Please identify any case member who is a married minor in item K.

Para 5. (or next number in sequence). This paragraph should include general comments or other pertinent alerts that may assist the U.S.-based volag in resettling the case member(s) . For instance, UNHCR- referred "vulnerable" cases should be identified in this section.

Para 6. (or next number). This section should include all information which can help locate a potential sponsor for the refugee. Affidavits of Relationship (AORs) filed with the post for any member of the refugee case need to be mentioned in this section. Specifically, the post should cite which volag submitted each AOR, the date each AOR was filed with the post, and the name and relationship of the U.S. anchor filing each AOR. This section is also the appropriate place for the post to cite any resettlement preferences of the refugee: friend or relative' s name, relationship, complete U.S. address, telephone number. If there are several resettlement preferences, give the refugee's order of preference. Incomplete or inaccurate information about AORs and potential anchors will delay the sponsorship process and, ultimately, the refugee's departure from post .

If post transmits biodata by mail or courier, please attach, if possible, a photograph of each refugee case member to the biodata.

Filename: 09OX4.doc
Directory: C:\WINNT\Profiles\sheldosm\Desktop
Template: C:\Program Files\Microsoft Office\Templates\Normal.dot
Title: 9 FAM Appendix O Exhibit IV RCD Biodata - Requesting for Volag
        Assurance
Subject: Exhibit Covers: format of the communication to be sent to request
    volag assurance for a refugee . . . .
    . . . .
Author: USDOS
Keywords:
Comments:
Creation Date: 12/01/97 1:19 PM
Change Number: 2
Last Saved On: 01/03/02 3:19 PM
Last Saved By: USDOS
Total Editing Time: 4 Minutes
Last Printed On: 01/03/02 3:19 PM
As of Last Complete Printing
        Number of Pages: 2
        Number of Words: 1,280 (approx.)
        Number of Characters: 7,045 (approx.)